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DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, D.C. 20350

IN REPLY REFER TO
OPNAVINST 5210.12
Op-09B
Ser 5762P09B11

21 DEC 1972

OPNAV INSTRUCTION 5215.12

From: Chief of Naval Operations

Subj: Processing of DOD, SECNAV, and OPNAV issuances

Ref: (a) OPNAVINST 5215.5C, DOD directive issuances
(b) OPNAVINST 5200.19A, Review, clearance, and approval of proposed administrative issuances
(c) SECNAVINST 5200.29, Review, clearance, and approval of proposed administrative issuances
(d) OPNAVINST 5602.1A, "Joint Documents; processing of"
(e) SECNAVINST 5215.1C, DN Directives Issuance System
(f) SECNAVINST 5210.11A, DN Standard Subject Identification Codes

Encl: (1) Responsibilities of the Navy Directives Control Branch (Op-09B18)
(2) Responsibilities of directives preparing offices
(3) Format for referral of directives to Marine Corps

1. Purpose. To outline responsibilities and procedures for the administration of the Department of the Navy Directives Issuance System with respect to subject issuances.

2. Background. On 2 October 1972, the Secretary of the Navy transferred the functions of the SECNAV Directives Control Point to the Chief of Naval Operations. This transfer of functions provides for a single directives control point responsible for coordinating the development, review, and implementation of all DOD issuances received by the Secretary of the Navy, and the issuance and maintenance of SECNAV and OPNAV directives.

3. Scope. The procedures outlined in enclosures (1) and (2) apply to all SECNAV and OPNAV directives, including message issuances. Procedures pertaining to DOD directives are outlined in reference (a).

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4. Action. Addressees will ensure compliance with the provisions of enclosure (2).



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Distribution:

SNDL A (Navy Department)
41A (MSC)
FD1 (OCEANAV)
FE1 (COMNAVSECGRU)
FG1 (COMNAVCOMM)
FKA1 (Systems Command Headquarters)
FS1 (NAVINTCOMHQ)
FT1 (CNT)
FW1 (COMNAVWEASERV)

All Divisions of OPNAV

Stocked:

COMNAV DIST WASH DC
(Supply & Fiscal Dept. -- Code 514.3)
Wash. Navy Yard
Wash., D.C. 20390

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RESPONSIBILITIES OF THE
NAVY DIRECTIVES CONTROL BRANCH (Op-09B18)

1. The Navy Directives Control Branch:

- a. Reviews proposed issuances for proper format, arrangement of contents, revision or change procedure, and for possible duplication of, or conflict with, other issuances, in conjunction with the reviews required by references (b) and (c).
- b. Assigns consecutive numbers to SECNAV and OPNAV instructions.
- c. Maintains a current numerical index of effective SECNAV and OPNAV instructions.
- d. Ensures that instructions and notices issued as messages are reissued in letter-type format within 90 days, unless they expire within that period.
- e. Determines the requirements and specifies the distribution for bulk and reserve copies of SECNAV and OPNAV instructions, in coordination with originators.
- f. Arranges for the reproduction of all SECNAV and OPNAV instructions and notices, as well as reprints of these issuances, for stocking.
- g. Provides a central reference service on current, superseded, and canceled DOD, SECNAV, and OPNAV directives.
- h. Maintains a reference library of all instructions issued by Washington headquarters organizations.
- i. Provides copies of all SECNAV and OPNAV instructions and cancellation notices for maintaining appropriate emergency files.
- j. Acts as the central reference point for effecting cancellation or reassignment of responsibility of directives as a result of reorganizations.
- k. Reviews all joint documents, in accordance with the procedures outlined in reference (d).
- l. Monitors the implementation of DOD directive issuances, as outlined below:

Enclosure (1)

(1) Serves as the central point of contact with the Office of the Secretary of Defense in expediting the exchange of information concerning Department of the Navy implementation of DOD directive issuances.

(2) Maintains a record of information concerning Department of the Navy implementation of DOD directive issuances.

(3) Initiates follow-up action to ensure implementation of DOD directives, in accordance with reference (a).

m. Prepares consolidated cancellation notices to effect cancellation of SECNAV and OPNAV issuances. Directives bearing addressees identification addressed to All Ships and Stations are included in the SECNAV consolidated cancellation notice upon request.

n. Maintains a case file and master copies of effective SECNAV and OPNAV directives. Superseded SECNAV and OPNAV directives will be maintained on microfilm for reference and research purposes.

2. Stocking of Directives

a. SECNAV and OPNAV directives are stocked basically in accordance with reference (e).

b. A limited number of copies of SECNAV and OPNAV instructions and notices also are stocked by Op-09B18, to accommodate requests from offices located in the Pentagon.

3. Annual Review of Instructions

a. Originators will review annually all effective instructions which they have issued, and take action necessary to ensure currency, in accordance with reference (e).

b. Annually, on the anniversary date of each effective SECNAV and OPNAV instruction, or that of its latest change, OPNAV form 5210/3, "Records (Paperwork) Management Review of Directive Issuances, Forms, and Reports," will be sent to the originator by the Navy Directives Control Branch (Op-09B18). The originator, after completion of the review, will follow up on any recommended actions.

RESPONSIBILITIES OF DIRECTIVES PREPARING OFFICES

1. The responsibilities of the Navy Directives Control Branch, Op-09B18, set forth in enclosure (1), are based upon the concept that certain specific functions will be performed by the offices which prepare proposed directives. Responsibilities of originators are to:

a. Prepare, coordinate with interested offices, and present for signature instructions and notices, and revisions or changes thereto.

b. Ensure the proper preparation of instructions and notices by clearing them with the Navy Directives Control Branch, in accordance with references (b) and (c).

c. Ensure the correctness of distribution lists of directives by clearing them, prior to signature, with the outgoing mail unit (or similar designated unit) of the activity concerned.

d. Determine the type of release (instruction or notice), and the appropriate standard subject identification code (SSIC) (but not the consecutive number) listed in reference (f).

e. Within 90 days of the original issuance, initiate the reissue, in letter-type format, of those instructions and unexpiring notices which were originally promulgated in message form.

(1) ALCOMS, ALCOMLANTS, and ALCOMPACS are exempt from reissue as OPNAV instructions. They are incorporated and reissued, as necessary, in appropriate communications publications.

(2) Originating offices shall include Op-09B18 in the distribution of all SECNAV and OPNAV directives prepared for transmission in message form.

f. Forward to the Chief of Naval Operations (Op-09B18) all joint documents, for review, after completion of processing, in accordance with reference (d).

g. Notify CNO (Op-09B18) in writing of changes in cognizance to be made incident to any reorganization, prior to the effective date of reorganization.

h. After signature, route all instructions and notices to Op-09B18 for processing.

i. Originators of SECNAV directives will reproduce, distribute, and provide stocking of SECNAV directives. Those issuances originated in the immediate office of the Secretary of the Navy and the Office of the Chief of Naval Operations will be reproduced and distributed by Op-09B18.

j. Originators outside OPNAV will submit proposed SECNAV and OPNAV directives to their respective directives control points, for further submission to CNO (Op-09B18).

2. Cancellation of SECNAV and OPNAV Directives. Addressees desiring cancellation of SECNAV and OPNAV directives originally prepared by them or directives bearing their own identification and addressed to All Ships and Stations should submit written requests to the Chief of Naval Operations (Op-09B18), with the following information for each directive:

a. Subject number; date of issue; subject or title; form number and report symbol of any form or report which was required by is not being continued by a revised directive or other document; and distribution as shown on the directive being canceled or the latest change thereto. (Titles and short titles used to identify SNDL codes should be omitted.)

b. A brief statement of the reason for cancellation; e.g., "Incorporated in . . .", or "Superseded by . . .", or "Served its purpose", etc.

c. Cancellation of SECNAV or OPNAV issuances may not be effected through bureau, office, or command directives. If organizational realignments of responsibilities occur which allow for issuance at lower echelons, a request for cancellation of the issuance should be forwarded to the CNO (Op-09B18), with the proposed superseding directive attached thereto.

3. Referral to Marine Corps. In order to ascertain correct distribution to Marine Corps activities, originators of all ships and stations directives and directives which require distribution to the Marine Corps will obtain clearance, by referral or routing, of such directives to the Commandant of the Marine Corps, through the headquarters directives control point. Enclosure (3) is a sample format for this referral.

Sample Format for Referral to Marine Corps

(LETTERHEAD)

From: (Title of the chief official of referring organization)
To: Commandant of the Marine Corps (ABP)

Subj: Applicability to Marine Corps addressees of _____

Encl: (1) Subject directive, with related material

1. It is requested that enclosure (1) be reviewed for Marine Corps applicability, and returned by the completed endorsement hereon.

(Stamped or typed name of signer)
By direction

From: Commandant of the Marine Corps
To: (Title of chief official of referring organization)

1. Returned.

☐ Enclosure (1) is not applicable to the Marine Corps.

☐ Enclosure (1) is applicable to the Marine Corps, and should be distributed to the following codes:

MARCORPS LIST(S) _____

(Stamped or typed name of signer)
By direction

Enclosure (3)